

**ExecuTime Payroll
Time Clock Procedures
9/19/10**



To Clock In

Place and hold your finger on the biometric reader until the time clock beeps.

“Valid” will light up and your name will display.

Press the button displayed as “Clock In”.

Grace Period – 10 minutes before scheduled start time to 4 minutes after

Overtime – 11 minutes before scheduled start time and 5 minutes after

Pay Docked – 5 minutes after scheduled start time

To Clock Out

Place and hold your finger on the biometric reader until the time clock beeps.

“Valid” will light up and your name will display.

Press the button displayed as “Clock Out”.

Grace Period – 0 minutes before scheduled end time to 14 minutes after

Overtime – 15 minutes after scheduled end time

Pay Docked – 1 minute before scheduled end time

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To Check Benefits

Place and hold your finger on the biometric reader until the time clock beeps.

“Valid” will light up and your name will display.

Press the button displayed as “Benefits Inquiry”.

There will be a short pause.

View benefits.

Press the button displayed as “Back”.

To Request Time Off

Place and hold your finger on the biometric reader until the time clock beeps.

“Valid” will light up and your name will display.

Press the button displayed as “Request Time Off”.

There will be a short pause.

Use the keypad to enter request (see “Codes to use for Time Off Request” below).

Press “Enter”.

Press the button displayed as “Back”.

To Approve Electronic Time Card

Place and hold your finger on the biometric reader until the time clock beeps.

“Valid” will light up and your name will display.

Press the button displayed as “Time Inquiry”.

There will be a short pause.

Choose “Time Inquiry Current Period” or “Time Inquiry Previous Period”.

Review electronic time information.

Press the button displayed as “Back”.

Press the button labeled F1.

“Time Card Approved” will display.

Problem Resolution

If there is a problem with clock in, the clock will beep with a different tone and will display “User Not Found”. Reasons for this include:

- Finger not held on biometric reader long enough.
- Wrong finger used on biometric reader.
- Employee has not been enrolled on this time clock.
- Finger is dirty and needs to be cleaned.
- Biometric reader is dirty and needs to be cleaned.

Codes to use for Time Off Request

08 Sick

10 Vacation

20 Floating Holiday

26 Funeral / Bereavement

36 Jury Duty